

Procedures for Rescinding NDS Directives*

1. The Office of Primary Responsibility (OPR) sends a policy or procedure, along with a draft memorandum (see below), to counterparts in affected offices for input on whether the directive is needed. Counterparts have 15 working days to e-mail comments with a copy to all other affected offices.
2. After coordination with counterparts, OPRs coordinate with the General Counsel for Weather and the union (through CFO3) as specified in NWSI 1-101.
3. After all coordination is complete, the OPR sends CFO3 the final memorandum.
4. The rescision memorandum is signed by the Assistant Administrator for Weather Services or the Office Director. Only the Assistant Administrator for Weather Services can rescind a policy directive.
5. The original signed memorandum and coordination documentation is maintained in CFO3 for archiving.

Sample Rescision Memorandum

MEMORANDUM FOR: National Weather Service Directives System (NDS) Customers

FROM: John J. Kelly, Jr.
or *(Use appropriate letterhead)*
Office Director

SUBJECT: Rescision of (NDS Policy/Procedural Directive Number),
(DirectiveTitle)

The following document is rescinded from the NDS.

NDS Title:
NDS Number:
Effective Date:
Signature Date:
Certified By:
Approving Authority:

Summary: (Provide brief explanation for this action)

* Note: NWSI 1-101 provides additional instructions for rescinding NDS Directives.